



# Department of Administrative Services Customer and Employee Relations **Job Announcement**

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**ANNOUNCEMENT #:** 200616

**POSITION:** Property Program Specialist

**LOCATION:** Risk Management Division  
200 Piedmont Avenue  
12<sup>th</sup> Floor, West Tower  
Atlanta, GA

**APPLICATION DEADLINE:** 05/25/06

**WHO MAY APPLY:** All applicants

**PAY GRADE:** 16

**PAY GRADE SALARY RANGE:** \$37,901 to \$66,425

**GENERAL DESCRIPTION:** Interprets and applies property insurance policy provisions to determine if both litigated and non-litigated claims are covered. Monitors the activities of contractors and attorneys retained to investigate, document, and defend against claims. Negotiates high dollar claims. Processes claims via automated system. May supervise lower level staff.

**MINIMUM QUALIFICATIONS:** Three (3) years of professional work experience in a property insurance field as a claims adjuster or claims examiner which included responsibility for negotiating settlement claims and identifying property coverages.

**PREFERRED  
QUALIFICATIONS:**